

TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
DINFOS-IPC
INTERMEDIATE PHOTOJOURNALISM COURSE



Approved by:

Commandant
Defense Information School

Supersedes TPI dated 1 January 2010



INTERMEDIATE PHOTOJOURNALISM COURSE

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-IPC

TITLE: Intermediate Photojournalism Course

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: USN 8147

PURPOSE: Provide services with communicators trained to apply intermediate photojournalism and associated techniques and communication theories to support public affairs and visual information objectives.

COURSE DESCRIPTION: Primary emphasis is placed on training photographers and journalists in established communication theories and practices of intermediate photojournalism. Graduates will be able to effectively combine the understanding of theory with practical application to better communicate the commander's intent. Areas of instruction include communication theory (visual/written), the interrelationships of writing and photography, news and feature writing, layout and design principles, intermediate photographic techniques; including electronic imaging, desktop publishing, digital cameras, image transmission, multimedia packaging and archiving.

PREREQUISITES:

1. Journalists:

Service	Enlisted	Other
USA	E-4 - E-6	
USAF	E-4 - E-7	Students must possess a fully qualified 5-level journeyman AFSC
USMC	E-3 – E-7	
USCG	E-4 or above	
Civilian	Employees of DOD or other federal agencies, GS-5 and above	
All services		
Graduate of the Defense Information School’s Basic Journalist Course, DINFOS-BPAS-W (aka AFIS-BJC); PARC (for guardsmen and reservists) or a minimum of 15 hours credit for college level coursework in related or comparable areas.		
Minimum of one year of service journalism experience. (Six months - USA)		
Ability to type 20 words per minute		
International	English Comprehension Level (ECL) of 85, have a solid understanding of English language usage, grammar and syntax, and be able to type 20 words per minute. Students must be a graduate of DINFOS-BPAS-W/AFIS-BJC or DINFOS-PAOQC/AFIS-PAOQC, or have a minimum of 15 hours credit for college journalism coursework and a minimum of one year of experience on a newspaper staff.	
Interagency	Cannot attend this course.	

2. Photographers:

Service	Enlisted	Other
USA	E-4 or above	GT of 110 - WK, AD and NO of 163
USAF	E-4 or above	Students must possess a fully qualified 5-level journeyman AFSC. AQE of 55 or higher or college English 101
USMC	E-3 or above	CL of 110
USCG	E-4 or above	
Civilian	Employees of DoD or other federal agencies, GS-5 and above.	
All services		
Graduate of a Service school photography course, or have a minimum of 15 hours credit for college level coursework in related or comparable areas.		
Minimum of one year of experience in field/fleet photography.		
Ability to type 20 words per minute.		
International	Due to the extensive amount of writing required for the course, international students must have a solid understanding of English language usage, grammar and syntax. Students must score an 85 on the English Comprehension Level (ECL) Test and be able to type. These requirements cannot be waived.	
Interagency	Cannot attend this course.	

3. USN:

- a. E-4 – E-6 Mass Communication Specialists (MC). Graduate of DINFOS-BMCSC, DINFOS-BSP, or DINFOS-BPAS-W/aka AFIS-BJC.
- b. Minimum one year of field or fleet experience.

1. Journalists:

Graduate of DINFOS-BPAS-W/AFIS-BJC or DINFOS-PAOQC/AFIS-PAOC, or a minimum of 15 hours credit for college journalism coursework. Student must have a minimum of one year of experience on a newspaper staff and be able to type 20 words per minute.

2. Photographers:

Graduate of a Service school photography course, or have a minimum of 15 hours credit for college level coursework in related or comparable areas. Student must have a minimum of one year of photography experience in support of a newspaper staff/publication and be able to type 20 words per minute.

SECURITY CLEARANCE: N/A

CLASS SIZE:

MAXIMUM	16
MINIMUM	8
ANNUAL COURSE CAP	64

COURSE LENGTH:

40 Training Days

ACADEMIC HOURS:	311 Hrs
ADMINISTRATIVE HOURS:	9 Hrs
TOTAL COURSE HOURS:	320 Hrs

INSTRUCTOR CONTACT HOURS:

1014.25 Hrs

TYPE/METHOD OF INSTRUCTION:

Lecture (L)	42.75 Hrs
Demonstration (D)	7 Hrs
Performance Exercise (PE)	26.25 Hrs
Field Trips (FT)	8 Hrs
Examination	227 Hrs
Performance Examination (EP)	221 Hrs
Written Examination (EW)	6 Hrs
Administration (AD)	9 Hrs

TRAINING START DATE: 21 July 2010

ENVIRONMENTAL IMPACT: None. DOD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Directorate of Training, (DINFOS/DOT): (301) 677-3273; DSN 622-3273

FUNCTIONAL AREA 1
PHOTOJOURNALISM FUNDAMENTALS

TPFN: DINFOS-IPC-001-001-

UNIT TITLE: Introduction to Photojournalism

TPFN HOURS AND TYPE: 1 L, 4 PE

TPFN TOTAL HOURS: 5

PREREQUISITE TPFN: None

TASK(S):

- 001 Define photojournalism
- 002 Explain the roles and requirements of combat photojournalism
- 003 Create a presentation on a photojournalist

SUMMARY OF INSTRUCTION: Students are instructed on the concepts of military photojournalism. They will be able to define photojournalism and explain the roles and requirements of combat photojournalism. Students will create a brief presentation on a photojournalist who has made a significant contribution to photojournalism. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

Horton, Brian (2001). *Associated Press Guide to Photojournalism* (2nd ed.). New York: McGraw-Hill

London, Barbara; Upton, John; Stone, Jim; Kobre, Kenneth; Brill, Betsy. (2005). *Photography* (8th ed.). Upper Saddle River, New Jersey: Pearson

Kobre, Kenneth. (2000). *Photojournalism -- The Professionals' Approach* (4th ed.). Canada: Focal Press

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOJOURNALISM FUNDAMENTALS

TPFN: DINFOS-IPC-001-002-

UNIT TITLE: Copy-Editing and Grammar

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASKS(S):

- 001 Apply fundamentals of English grammar, punctuation, and usage
- 002 Correct mechanical and stylebook errors using copy-editing symbols
- 003 Copy-edit a series of statements and a news story for the proper use of attribution

SUMMARY OF INSTRUCTION: Students will receive instruction on the concepts of copy-editing and news copy format. They will apply the use of copy-editing symbols when they are editing. They are presented examples of proper news copy format. Additionally, students will be introduced to the proper use and reference applications of the Associated Press Stylebook. Skills learned from this instruction will serve as a foundation for students throughout the course. Students are instructed on how to write clearly and concisely, avoid wordiness, and avoid the use of the first person. Students will copy-edit a series of statements and a news story for proper use of attribution. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

Christian, Darrell; Jacobsen, Sally; Minthorn, David. (2008). *The Associated Press Stylebook and Briefing on Media Law* (43rd ed.). New York: The Associated Press.
Strunk, William Jr.; White, E.B. (2000). *The Elements of Style* (4th ed.). Needham Heights, Mass.: Allyn & Bacon
English diagnostic test

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOJOURNALISM FUNDAMENTALS

TPFN: DINFOS-IPC-001-003-

UNIT TITLE: News Writing

TPFN HOURS AND TYPE: 4 L; 4 EP

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: DINFOS-IPC-001-002-

TASKS(S):

- 001 Define and evaluate news
- 002 Write a story about an event from information given on a data sheet
- 003 Write a caption for provided imagery

SUMMARY OF INSTRUCTION: Students receive instruction on how news is defined, how news is evaluated, and the 10 elements of mass appeal and what makes something newsworthy. Students learn the purpose of a summary lead: how to identify the lead emphasis/news peg and ways of identifying the “who” in the lead; the major pitfalls in writing news leads; the use of the 5 W’s and How elements in a news lead. The ABCs (accuracy, brevity, clarity) of journalism are taught. The difference between literary and journalistic writing styles is explained as well as the commander’s intent and the local angle. Students receive additional instruction on the inverted pyramid style of writing and basic techniques for ensuring paragraph continuity and organization; evaluating news stories for their use of the impersonal “who” and other “W” & “H” elements; identifying different types of bridge paragraphs and their functions; and writing a summary lead and bridge paragraph for a news event. Students will write a story about an event from information on a data sheet, which must conform to the AP Stylebook and meet standards for publication in a military publication. Students will also receive instruction on how to write a caption for provided imagery. Students’ ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

- Patterson, Benton Rain. (1990). *Write to be Read – A Practical Guide to Feature Writing* (2nd Ed.). Ames, Iowa: Iowa State University Press.
- Fedler, Fred; Bender, John R.; Davenport, Lucinda; Drager, Michael W. (2001). *Reporting for the Media* (7th ed.). Harcourt College Publishers.
- Baskette, Floyd K.; Scissors, Jack Z., Brooks, Brian S. (1997). *The Art of Editing* (6th ed.). Boston: Allyn and Bacon.
- Harrigan, Jane R.; Dunlap, Karen Brown. (2004). *The Editorial Eye* (2nd ed.). Bedford/St. Martin's.
- Hohenberg, John. (1983). *The Professional Journalist* 5th sub ed.). Holt Rinehart & Winston.
- Mencher, Melvin. (2005). *News Reporting and Writing* (10th ed.). McGraw-Hill
Humanities/Social Sciences/Languages
- Harriss, Julian; Johnson, Stanley; Leiter, Kelly. (2000). *The Complete Reporter* (7th ed.). Boston: Allyn and Bacon.
- Itule, Bruce D.; Anderson, Douglas A. (2006). *News Writing and Reporting for Today’s Media* (7th ed.). The McGraw-Hill Companies.
- Rich, Carole. (2003). *Writing and Reporting News: A Coaching Method* (3rd ed.). Wadsworth

Publishing

Christian, Darrell; Jacobsen, Sally; Minthorn, David. (2008). *The Associated Press Stylebook and Briefing on Media Law* (43rd ed.). New York: The Associated Press.
DOD guidelines

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOJOURNALISM FUNDAMENTALS

TPFN: DINFOS-IPC-001-004-

UNIT TITLE: Photography

TPFN HOURS AND TYPE: 2 L; 2 D; 3 PE; 1 EW

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASKS(S):

001 Demonstrate camera operations

002 Apply concepts/principles of composition such as leading lines, framing, selective focus, pattern size, relationships, silhouettes and angles/perspectives

003 Measurement and feedback

SUMMARY OF INSTRUCTION: Students receive instruction on the major parts of a digital single lens reflex (SLR) camera. Students are instructed on the components of the digital camera. Students will demonstrate camera operations by photographing an assigned theme. Themes include compositional elements such as leading lines, framing, selective focus, pattern, size relationship, layering of content, silhouettes, background light quality, direction and angles/perspectives. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

Kobre, Kenneth. (2000). *Photojournalism -- The Professionals' Approach* (4th ed.). Canada: Focal Press

London, Barbara; Upton, John; Stone, Jim; Kobre, Kenneth; Brill, Betsy. (2005). *Photography* (8th ed.). Upper Saddle River, New Jersey: Pearson Education, Inc.

Nikon D300 Camera Manual

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW), 2:16(D, PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOJOURNALISM FUNDAMENTALS

TPFN: DINFOS-IPC-001-005-

UNIT TITLE: Defense Imagery Management Operations Center (DIMOC)

TPFN HOURS AND TYPE: .75 L; .25 PE

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASKS(S):

- 001 Describe multiple uses of imagery
- 002 Explain the DOD requirements of imagery accession
- 003 Describe service-specific imagery distribution systems
- 004 Download and upload images from/to Defense Imagery Management Operations Center (DIMOC)

SUMMARY OF INSTRUCTION: Students receive instruction on DOD policy regarding the use of government equipment and facilities, release authority, market research, the differences between central accession points, and the need to research media outlets and general submission guidelines for publications. Students learn the lifecycle of image transmission and the hardware and software needed to transmit and receive images. Students also receive instruction on downloading and uploading images to/from Defense Imagery Management Operations Center (DIMOC). Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

Defense Imagery Management Operations Center, www.defenseimagery.mil
DOD 5040.6-M-1 Decision Logic Table Instruction for Recording and Handling of Visual Information
Information Material, October 21, 2002
(<http://www.dtic.mil/whs/directives/corres/html/504006m1.htm>)
Joint Pub 3-13 Information Operations, February 13, 2006
Joint Pub 3-61, Public Affairs, May 9, 2005
Joint Pub 3-57, Civil Military Operations, July 8, 2008
Coast Guard Commandant's Instruction 5728 Freedom of Information Act Manual

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: Routine

FUNCTIONAL AREA 1
PHOTOJOURNALISM FUNDAMENTALS

TPFN: DINFOS-IPC-001-006-

UNIT TITLE: Digital Workstation

TPFN HOURS AND TYPE: 1 L; 2 D, 3 PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: DINFOS-IPC-001-004-

TASKS(S):

- 001 Demonstrate the proper procedures in operating an electronic station
- 002 Shoot, transfer, select photographs of assigned subjects
- 003 Perform digital asset management

SUMMARY OF INSTRUCTION: Students will process their digital photographs from their various photo assignments and properly VIRIN and store the images on the drives. They will also gain the knowledge and the ability to process the images using numerous digital photo editing software that can be found through out the field and fleet. This includes Photoshop functions, specific black and white and color techniques in Adobe Photoshop. They will demonstrate proper image enhancement techniques and select and enhance an image for critique. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

User Manuals for all assigned equipment and software

INSTRUCTOR/STUDENT RATIO: 1:16(L); 2:16(PE, D)

SAFETY FACTORS: Students will be briefed on electronic imaging lab procedures and safety guidelines.

FUNCTIONAL AREA 1
PHOTOJOURNALISM FUNDAMENTALS

TPFN: DINFOS-IPC-001-007-

UNIT TITLE: Light Theory

TPFN HOURS AND TYPE: 1 L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASKS(S):

001 Describe the concepts and elements of light theory and exposure.

SUMMARY OF INSTRUCTION: Students receive instruction in the fundamental concepts of light theory as it pertains to photographic situations, including the theory of light and the visible portion of the electromagnetic spectrum. They will learn front, back and side lighting techniques, factors that affect color exposure, and how filters affect exposure. They also understand how to control color temperature settings under various lighting conditions. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

London, Barbara; Upton, John; Stone, Jim; Kobre, Kenneth; Brill, Betsy. (2005).
Photography (8th ed.). Upper Saddle River, New Jersey: Pearson Education, Inc.
Rubin, Michael. (2002). *The Little Digital Video Book*. Peachpit Press, Berkeley, Calif.

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOJOURNALISM FUNDAMENTALS

TPFN: DINFOS-IPC-001-008-

UNIT TITLE: Exposure Controls

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: DINFOS-IPC-001-004- and 007-

TASKS(S):

- 001 Identify camera exposure methods
- 002 Apply camera exposure control measures
- 003 Shoot assigned themes

SUMMARY OF INSTRUCTION: Students will be taught the fundamentals of exposure and learn to calculate equivalent exposures with shutter speed and f-stop combinations. Students will learn to expose using various lenses. Students receive instruction on the functions of the built-in light meter of the digital SLR camera. Students are instructed on how to take light meter readings for different lighting situations to determine correct exposure. Students are instructed on automatic exposure modes and their practical applications. A practical exercise including exposure with various lenses will be conducted. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

- Burian, Peter K.; Caputo, Robert. (2003). *National Geographic Photography Field Guide – Secrets to Making Great Pictures* (2nd ed.). Washington, D.C.: National Geographic
- Horton, Brian (2001). *Associated Press Guide to Photojournalism* (2nd ed.). New York: McGraw-Hill
- London, Barbara; Upton, John; Stone, Jim; Kobre, Kenneth; Brill, Betsy. (2005). *Photography* (8th ed.). Upper Saddle River, New Jersey: Pearson Education, Inc.
- Applicable camera manual

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOJOURNALISM FUNDAMENTALS

TPFN: DINFOS-IPC-001-009-

UNIT TITLE: Lenses, Depth of Field and Filters

TPFN HOURS AND TYPE: 2 L; 6 EP; 1 EW

TPFN TOTAL HOURS: 9

PREREQUISITE TPFN: All previous TPFNs

TASK (S):

001 Demonstrate uses of lens and filters

002 Shoot assigned themes

003 Measurement and feedback

SUMMARY OF INSTRUCTION: Students receive instruction on the characteristics and uses of lenses and filters; the six major lens classifications and an example of the correct use of each and how filter factors must be considered when computing exposure. Students will be able to explain the advantages of compression techniques, varying focal lengths and how they apply to story telling imagery, and demonstrate diminution and foreshortening techniques, i.e. perspective and compression. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

London, Barbara; Upton, John; Stone, Jim; Kobre, Kenneth; Brill, Betsy. (2005).

Photography (8th ed.). Upper Saddle River, New Jersey: Pearson Education, Inc.

Kobre, Kenneth. (2000). *Photojournalism -- The Professionals' Approach* (4th ed.). Canada: Focal Press

Horton, Brian (2001). *Associated Press Guide to Photojournalism* (2nd ed.). New York: McGraw-Hill

IPC Grading Sheet

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW); 2:16(EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOJOURNALISM FUNDAMENTALS

TPFN: DINFOS-IPC-001-010-

UNIT TITLE: Interviews and Techniques

TPFN HOURS AND TYPE: 2 L, 4 EP

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: All previous TPFNs

TASK (S):

001 Conduct an interview

002 Write a news story using information from an interview

SUMMARY OF INSTRUCTION:

Students will explain interview preparation guidelines to research a topic, contact primary and secondary sources, write good interview questions, and how to conduct themselves during an interview. They will also learn how to organize notes after the interview and write a news story, identifying key elements and statements that require attribution. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

- Patterson, Benton Rain. (1990). *Write to be Read – A Practical Guide to Feature Writing* (2nd Ed.). Ames, Iowa: Iowa State University Press.
- Baskette, Floyd K.; Scissors, Jack Z., Brooks, Brian S. (1997). *The Art of Editing* (6th ed.). Boston: Allyn and Bacon.
- Harrigan, Jane R.; Dunlap, Karen Brown. (2004). *The Editorial Eye* (2nd ed.). Bedford/St. Martin's.
- Hohenberg, John. (1983). *The Professional Journalist* 5th sub ed.). Holt Rinehart & Winston.
- Mencher, Melvin. (2005). *News Reporting and Writing* (10th ed.). McGraw-Hill Publishers.
- Humanities/Social Sciences/Languages
- Seitel, Fraser P. (1995). *The Practice of Public Relations*. (6th ed.). Prentice Hall.
- Harriss, Julian; Johnson, Stanley; Leiter, Kelly. (2000). *The Complete Reporter*. (7th ed.). Boston: Allyn and Bacon.
- Itule, Bruce D.; Anderson, Douglas A. (2006). *News Writing and Reporting for Today's Media* (7th ed.). The McGraw-Hill Companies.
- Agee, William K.; Ault, Phillip H.; Emery, Edwen. (1983). *Reporting and Writing the News*. (7th ed.). New York: Harper & Row Publishers, Inc., N.Y.
- Fedler, Fred; Bender, John R.; Davenport, Lucinda; Drager, Michael W. (2001). *Reporting for the Media* (7th ed.). Harcourt College Publishing.
- Rich, Carole. (2003). *Writing and Reporting News: A Coaching Method* (3rd ed.). Wadsworth.

INSTRUCTOR/STUDENT RATIO: 1:16(L) 2:16(EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOJOURNALISM FUNDAMENTALS

TPFN: DINFOS-IPC-001-011-

UNIT TITLE: Ethics

TPFN HOURS AND TYPE: 2 L; 1 EW

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: DINFOS-IPC-002-001- and 002-

TASKS(S):

- 001 Determine the ethical concerns of photojournalism
- 002 Cite current DOD regulations regarding DOD imagery
- 003 Explain ethical considerations when using electronic imaging tools and processes
- 004 Explain the copyright issues regarding imagery and other intellectual property
- 005 Measurement and feedback

SUMMARY OF INSTRUCTION: Students will be instructed on ethics as they relate to photojournalism, including the ideologies and enhancement of imagery. The instruction includes DOD regulations that cover authorized enhancement of images and prohibited manipulation. Students receive a copy of the current DOD guidelines and are shown a variety of images that violate the regulations. Students are instructed on the use of imagery for illustration. Students are instructed on the copyright policy regarding DOD and civilian media products and use of music when incorporating it into a presentation. DOD-sanctioned music for presentation will be discussed. They are also taught the differences between internal vs. external releases and clearance procedures. Security, Accuracy, Policy and Propriety (SAPP) is stressed. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

- DOD Directive 5040.05, Alteration of Official DOD Imagery, London, Barbara; Upton, John; Stone, Jim; Kobre, Kenneth; Brill, Betsy. (2005). *Photography* (8th ed.). Upper Saddle River, New Jersey: Pearson Education, Inc.
- DOD Directive 5230.9, Clearance of DOD Information for Public Release, April 9, 1996 (certified as current as of November 21, 2003)
- DOD Directive 5400.7, DOD Freedom of Information Act Program, Sept 29, 1997 (certified as current as of Nov 21, 2003)
- DOD Directive 5400.11, DOD Privacy Program, Dec 13, 1999 <http://www.copyright.gov/>
- Horton, Brian (2001). *Associated Press Guide to Photojournalism* (2nd ed.). New York: McGraw-Hill
- Chapnick, Howard (July 1994). *Truth Needs No Ally: Inside Photojournalism*. Univ. of Missouri Press
- Kobre, Kenneth. (2000). *Photojournalism -- The Professionals' Approach* (4th ed.). Canada: Focal Press

INSTRUCTOR/STUDENT RATIO: 1:16 (L, EW)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
PHOTOJOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-002-001-

UNIT TITLE: News Photography

TPFN HOURS AND TYPE: 1 L, 6 EP

TPFN TOTAL HOURS: 7

PREREQUISITE TPFN: None

TASKS(S):

001 Describe the elements of a newsworthy photograph

002 Shoot assigned themes

SUMMARY OF INSTRUCTION: Students receive instruction on guidelines to publishable photos, news value and prominence. Students also receive instruction on the three types of action portrayed in news images. Students are taught the distinguishing factors between spot and general news. Students are taught tips to thoroughly covering a news event. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

Kobre, Kenneth. (2000). *Photojournalism -- The Professionals' Approach* (4th ed.). Canada: Focal Press

Christian, Darrell; Jacobsen, Sally; Minthorn, David. (2008). *The Associated Press Stylebook and Briefing on Media Law* (43rd ed.). New York: The Associated Press.

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(FT)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
PHOTOJOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-002-002-

UNIT TITLE: Layout and Design Techniques

TPFN HOURS AND TYPE: 2 L, 1 D, 3 PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: None

TASKS(S):

001 Demonstrate application of basic layout and design techniques

002 Demonstrate use of desktop publishing applications

SUMMARY OF INSTRUCTION: Students receive instruction on the basic concepts and techniques of layout and design; the guidelines to be used in preparing layouts; how to identify, list and evaluate layout and design elements in a series of exercises provided to the students; select photos and design single image and multiple image layout. The layouts must demonstrate the proper application of basic layout and design elements and techniques. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

Moen, Daryl R. (1989). *Newspaper Design and Layout* (2nd ed.). Ames, Iowa: Iowa State University Press.

Arnold, Edmund C. (1969). *Modern Newspaper Design*. HarperCollins.

Baskette, Floyd K.; Scissors, Jack Z., Brooks, Brian S. (1997). *The Art of Editing* (6th ed.). Boston: Allyn and Bacon.

Garcia, Mario R. (1997). *Contemporary Newspaper Design – A Structural Approach*. (2nd ed.). Englewood Cliffs, New Jersey: Prentice-Hall, Inc.

Harrower, Tim (2002). *The Newspaper Designer's Handbook* (5th ed.). New York: McGraw-Hill Higher Education.

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
PHOTOJOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-002-003-

UNIT TITLE: Visual Communications

TPFN HOURS AND TYPE: 2 L; 2 PE; 8 FT; 1EW

TPFN TOTAL HOURS: 13

PREREQUISITE TPFN: None

TASKS(S):

- 001 Identify and describe key terms, concepts and elements of visual communications
- 002 Evaluate a series of pictures for their use of elements of communications
- 003 Measurement and feedback

SUMMARY OF INSTRUCTION: Students will be instructed in the elements of visual communications as it pertains to photojournalism. The period of instruction will include the uses story-relevant content in conjunction with wide, medium and close up photography composition to communicate a story to viewers. Students will learn the effects of color and lighting within photographs as well as the importance of capturing visual moments for impact. A performance exercise will be given wherein students will evaluate a series of images and determine the most visually communicating images from them. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

London, Barbara; Upton, John; Stone, Jim; Kobre, Kenneth; Brill, Betsy. (2005).
Photography (8th ed.). Upper Saddle River, New Jersey: Pearson Education, Inc.
Kobre, Kenneth. (2000). *Photojournalism -- The Professionals' Approach* (4th
ed.). Canada: Focal Press
Persuasion and Visual Media, www.opensource.org

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW), 2:16 FT, PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
PHOTOJOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-002-004-

UNIT TITLE: Feature Writing

TPFN HOURS AND TYPE: 4 L; 20 EP

TPFN TOTAL HOURS: 24

PREREQUISITE TPFN: DINFOS-IPC-001-002, 003, 010

TASKS(S):

001 Write a human interest feature story

002 Write a personality feature

SUMMARY OF INSTRUCTION: Students will receive instruction on the different types of features and the writing techniques inherent in each. They learn the basic methods and guidelines for writing feature leads and will write the nine basic types of feature leads. The students will understand how to develop a strong focus and use that focus to further develop a solid story based on information from at least two human interview sources. The students will also learn how to develop their creative writing style using techniques such as showing vs. telling; figurative language; the proper use of anecdotes and writing feature leads, seamless transitions and solid conclusions. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

Hay, Vicky. (1990). *The Essential Feature – Writing for Magazines and Newspapers*.

New York: Columbia University Press.

Williamson, Daniel R. (1977). *Feature Writing for Newspapers* (2nd ed.). New York:

Hastings House Communication Arts Books.

Ruehlmann, William. (1978). *Stalking the Feature Story*. Writers Digest Books.

Itule, Bruce D.; Anderson, Douglas A. (2006). *News Writing and Reporting for Today's Media* (7th ed.). The McGraw-Hill Companies.

Alexander, Louis. (1975). *Beyond the Facts: A Guide to the Art of Feature Writing*. Gulf Pub. Co., Book Pub. Division, Houston.

Patterson, Benton Rain. (1990). *Write to be Read – A Practical Guide to Feature Writing* (2nd Ed.). Ames, Iowa: Iowa State University Press.

Harrower, Tim (2002). *The Newspaper Designer's Handbook* (5th ed.). New York: McGraw-Hill Higher Education.

Rich, Carole. (2003). *Writing and Reporting News: A Coaching Method* (3rd ed.). Wadsworth.

Harrigan, Jane R.; Dunlap, Karen Brown. (2004). *The Editorial Eye* (2nd ed.). Bedford/St. Martin's.

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(EP)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
PHOTOJOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-002-005-

UNIT TITLE: **Lighting**

TPFN HOURS AND TYPE: 8 L, 15 EP, 1 EW

TPFN TOTAL HOURS: 24

PREREQUISITE TPFN: All previous TPFNs except DINFOS-IPC-002-003- thru 005-

TASKS(S):

- 001 Demonstrate flash techniques during a shooting assignment
- 002 Produce images that use a combination of multiple flashes and ambient light
- 003 Shoot assigned themes
- 004 Measurement and feedback

SUMMARY OF INSTRUCTION: Students receive instruction on identification of components and techniques of flash photography and how to use a built-in camera flash, hot-shoe mounted flash, bounce, and off-camera flash with a digital SLR camera. The lesson will include the use of flash in conjunction with automatic exposure settings as well as manual settings. A more thorough instruction is also given on the applications of different flash techniques such as fill-flash, extended exposures, rear-curtain sync and detail photographs and how to produce them. Light ratios are explained as well as light direction. For greater understanding of professional lighting techniques for photojournalists, examples and demonstrations are given of remote slave units, multiple source lighting, balancing flash to ambient light, reflectors and remote triggers. Students are shown examples and given technical data for a variety of lighting arrangements such as backlit scenes and combinations of flash and ambient light situations. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

London, Barbara; Upton, John; Stone, Jim; Kobre, Kenneth; Brill, Betsy. (2005).
Photography (8th ed.). Upper Saddle River, New Jersey: Pearson Education, Inc.
Appropriate flash user manual
Appropriate digital (SLR) user's manual
Appropriate electronic flash user manual

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW), 2:16(EP)

SAFETY FACTORS: Students will receive safety briefing on electric shock and parallel construction flash use in a volatile environment.

FUNCTIONAL AREA 2 PHOTOJOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-002-006-

UNIT TITLE: Feature and Environmental Portraits

TPFN HOURS AND TYPE: 2 L, 3 EP

TPFN TOTAL HOURS: 5

PREREQUISITE TPFN: All previous TPFNs

TASKS(S):

001 Describe characteristics and concepts basic to a personality feature photograph

002 Shoot assigned themes

SUMMARY OF INSTRUCTION: Students will list the steps in the research, planning and shooting of a personality feature. Students will be instructed on how to evaluate images to identify a personality feature and capture quality feature photographs and storytelling environmental portraits. Emphasis will be placed on the need to capture significant moments rather than documentation of any given event or person. Students learn how to recognize nonverbal clues that reveal the subject's personality, e.g., face, hands, and body language. Topics of discussion will include types of feature photographs, how to capture them and where to find them. Environmental portraits will be discussed in terms of composition, nonverbal clues of the subject, quality of lighting and the process of shooting them. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

Kobre, Kenneth. (2000). *Photojournalism -- The Professionals' Approach* (4th ed.). Canada: Focal Press

Horton, Brian (2001). *Associated Press Guide to Photojournalism* (2nd ed.). New York: McGraw-Hill

Christian, Darrell; Jacobsen, Sally; Minthorn, David. (2008). *The Associated Press Stylebook and Briefing on Media Law* (43rd ed.). New York: The Associated Press.

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
PHOTOJOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-002-007-

UNIT TITLE: Capturing Uncontrolled Action

TPFN HOURS AND TYPE: 1 L, 4 EP

TPFN TOTAL HOURS: 5

PREREQUISITE TPFN:

TASKS(S):

- 001 Describe specialized equipment and techniques used in action photography
- 002 Describe how the techniques and skills acquired in action (uncontrolled) photography apply to the operational environment
- 003 Shoot assigned themes

SUMMARY OF INSTRUCTION: Students define and identify photograph moments. Students receive instruction on the techniques used to capture uncontrolled action. Students are taught about the equipment and accessories used to photograph uncontrolled action. Students will be introduced to the difficulties of photographing uncontrolled action and how to overcome them. Students will photograph uncontrolled action using the instructed techniques.

REFERENCES:

- Kobre, Kenneth. (2000). *Photojournalism -- The Professionals' Approach* (4th ed.). Canada: Focal Press
- Horton, Brian (2001). *Associated Press Guide to Photojournalism* (2nd ed.). New York: McGraw-Hill
- Christian, Darrell; Jacobsen, Sally; Minthorn, David. (2008). *The Associated Press Stylebook and Briefing on Media Law* (43rd ed.). New York: The Associated Press.

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
PHOTOJOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-002-008-

UNIT TITLE: Multimedia

TPFN HOURS AND TYPE: 2 L, 2 D, 11 PE, 1 EW

TPFN TOTAL HOURS: 16

PREREQUISITE TPFN:

TASKS(S):

- 001 Describe concepts and applications of digital multimedia
- 002 Explain the technology/equipment used in creating a multimedia package
- 003 Measurement and feedback

SUMMARY OF INSTRUCTION: Students are introduced to the different principles of various multimedia presentations: video camera operations, digital audio capturing, and story telling through the use of video, still and audio. They are also introduced to 508 compliance of the Rehabilitation Act. Students learn the concepts and techniques of gathering content for multimedia presentations. Students' ability to meet the objectives of this unit will be measured on subsequent performance exercises. Interim and final written examinations will be administered during this functional area. Minimum passing grade is 70 percent on all written examinations.

REFERENCES:

Kobre, Kenneth. (2000). *Photojournalism -- The Professionals' Approach* (4th ed.). Canada: Focal Press

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW), 2:16(PE, D)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3 PRODUCTION

TPFN: DINFOS-IPC-003-001

UNIT TITLE: Production

TPFN HOURS AND TYPE: 1 L, 159 EP

TPFN TOTAL HOURS: 160

PREREQUISITE TPFN: All previous TPFNs

TASKS(S):

- 001 Produce a personality feature layout from a photo shoot to include captions and personality feature story
- 002 Produce a stand-alone news layout from a news photo shoot to include captions and news story
- 003 Produce a layout from an action shoot to include captions
- 004 Produce a picture story layout from a photo shoot to include captions and a human interest story
- 005 Produce a picture story layout from a photo shoot to include captions and a personality feature story
- 006 Produce a multimedia package

SUMMARY OF INSTRUCTION: During this portion of the course students will research, plan, shoot photographs, capture audio, conduct interviews and write stories for a variety of assignments. The assignments will cover personality and human interest features, news, uncontrolled action, and picture stories. For the final assignment each student will produce a multimedia package that uses visual, audio and written course content. In this period of instruction emphasis is placed on individualized instruction with students for each assignment. All assignments will be reviewed by the instructors prior to due date to ensure the student can return to the assignment with feedback to improve on learned skills.

REFERENCES:

- Kobre, Kenneth. (2000). *Photojournalism -- The Professionals' Approach* (4th ed.). Canada: Focal Press
- Harrower, Tim (2002). *The Newspaper Designer's Handbook* (5th ed.). New York: McGraw-Hill Higher Education.
- Christian, Darrell; Jacobsen, Sally; Minthorn, David. (2008). *The Associated Press Stylebook and Briefing on Media Law* (43rd ed.). New York: The Associated Press.
- London, Barbara; Upton, John; Stone, Jim; Kobre, Kenneth; Brill, Betsy. (2005). *Photography* (8th ed.). Upper Saddle River, New Jersey: Pearson Education, Inc.

INSTRUCTOR/STUDENT RATIO: 1:16(L); 2:16 (EP)

SAFETY FACTORS: N/A

**FUNCTIONAL AREA 4
COURSE ADMINISTRATION**

TPFN: DINFOS-IPC-004-001-

UNIT TITLE: Course Administration

TPFN HOURS AND TYPE: 9 AD

TPFN TOTAL HOURS: 9

PREREQUISITE TPFN: None

TASKS(S):

- 001 In-processing.
- 002 Course Critique
- 003 Out-processing
- 004 Graduation

SUMMARY OF ACTIVITIES: Self-explanatory.

REFERENCES: DINFOS Policy and Procedures Manual

INSTRUCTOR/STUDENT RATIO: N/A

SAFETY FACTORS: N/A